


AREA Ukiah	DIVISION Northern Division	NUMBER 150
EVALUATED BY Braden Moffett		DATE 05/03/2010

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	
BY _____		DATE 5/10/10	
1. GENERAL		EVALUATED 5/03/10	ACTION REQUIRED CORRECTED

a. Does the Area work force consist of employees, supervisors and managers who support the principles addressed in GO 0.8, Professional Values? ☒ Yes ☐ No

(1) Are the employees capable of performing and maintaining essential services to the public? ☒ Yes ☐ No

(2) Are upward mobility and career development programs and training available to interested employees? ☒ Yes ☐ No

b. Do supervisors at all levels assume responsibility for the development and training of their employees? ☒ Yes ☐ No

(1) Do supervisors review and assess specific training needs with employees annually? ☒ Yes ☐ No

(a) Is this review done in conformance with the departmental Out-Service Training Plan? ☒ Yes ☐ No

c. Do employees assist in their training assessment by helping supervisors identify their strengths and weaknesses? ☒ Yes ☐ No

(1) Do employees seek information on training opportunities to improve their job performance? ☒ Yes ☐ No

(2) Do employees initiate their own career development plan? ☒ Yes ☐ No

(3) Do employees utilize the knowledge, skills, and abilities they have acquired through training? ☒ Yes ☐ No

2. LIEUTENANTS (OTHER THAN COMMANDERS)	EVALUATED N/A	ACTION REQUIRED	CORRECTED
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a. What are the commander's plans for developing Area lieutenants? N/A There are no lieutenants assigned to the area.

(1) Are the plans in writing? ☐ Yes ☐ No

(2) Is there meaningful guidance, direction, and assistance provided to lieutenants in the formulation of their individual career development plans? ☐ Yes ☐ No

(3) Does the commander work with the lieutenants to structure a development plan that provides job experience that will contribute most to the accomplishment of both the lieutenant's career goals and those of the Department? ☐ Yes ☐ No

(a) Do the lieutenants have a career development plan based on their assessment center follow-up reports? ☐ Yes ☐ No

(b) Does the commander use the lieutenant's career development plan to structure needed training and make meaningful comments on annual performance reports? ☐ Yes ☐ No

(5) Are lieutenants encouraged to participate in self-initiating activities such as continuing college-level education, public speaking training (e.g., Toastmasters), professional and community organization affiliation, etc.? ☐ Yes ☐ No

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(a) Are sergeants conducting ride-alongs as required? ☒ Yes ☐ No

(b) How are ride-alongs documented? Ride alongs are documented on 100 forms and on the officer ride-along log.

(6) Is there a written order addressing supervisory observation of court testimony and the courtroom demeanor of officers? ☒ Yes ☐ No

(a) How is courtroom observation documented? This is documented on 100 forms and the court observation log .

(b) Has courtroom procedures/testimony training been provided for officers? ☒ Yes ☐ No

(7) What policy does Area have for review of reports? Accident review officers review all accident reports and sergeants are responsible for reviewing all arrest reports and DUI related collisions.

(a) How often do sergeants review and, if necessary, discuss reports with officers? Sergeants review reports daily and discuss the reports as need with the officers.

(b) If special duty officers review reports, are deficient and/or superior reports brought to the attention of the supervisors? ☒ Yes ☐ No

(c) Do supervisors utilize matrix reports as well as hands-on inspection of documents? ☒ Yes ☐ No

(8) Do sergeants respond to incidents involving damage to state equipment or injury to personnel? ☒ Yes ☐ No

(a) Do they assist with felony arrests or respond to physical arrest incidents? ☒ Yes ☐ No

(b) Do they respond to specific types of accidents? (If yes, specify.) ☒ Yes ☐ No

Supervisors respond to all fatal collisions and collisions that will result in prosecution.

(c) What role do sergeants assume at accident scenes? Sergeants assume the role of scene manager at the scene of accidents.

(d) Are sergeants aware of MAIT call-out criteria? ☒ Yes ☐ No

(e) How many times has a sergeant been "called-out" to an accident in the past year? Approximately 15 times

(9) Are daily briefings held for each shift? ☒ Yes ☐ No

(a) Are briefings interesting and meaningful, with the supervisor in control? ☒ Yes ☐ No

(b) How are briefing items and attendance documented and filed for future reference? Briefing Items are printed and maintained in a binder in the briefing room. Attendance is documented on the daily shift summary and filed for future reference.

(c) How are special duty officers briefed? The administrative sergeant ensures that the special duty officers are briefed on all current briefing items.

(10) What methods do sergeants use to plan their goals for the month (e.g., planning calendar)? Sergeants utilize planning calendars to plan their monthly goals.

(11) Do sergeants participate in Public Affairs activities? ☒ Yes ☐ No

(a) Have they received public speaking training from their commander? ☒ Yes ☐ No

(12) Do newly promoted or transferred sergeants receive proper orientation? ☒ Yes ☐ No

(13) Do the sergeants have a good working knowledge of policies and procedures affecting their assignment? ☒ Yes ☐ No

b. What records do the supervisors keep on the employees they supervise? Supervisors maintain the officer's 100 form files and training files.

(1) Are significant matters recorded and filed regularly to provide a basis for evaluations? ☒ Yes ☐ No

(a) Do records have a good balance of positive and negative comments? ☒ Yes ☐ No

(2) Do all documents and comments comply with the Peace Officers' Bill of Rights? ☒ Yes ☐ No

(3) Do all supervisors contribute to the records? ☒ Yes ☐ No

(4) Are similar records kept of supervisor's efforts? ☒ Yes ☐ No

c. Are evaluations realistic, objective, and meaningful? ☒ Yes ☐ No

(1) Are evaluations consistent in the rating process? ☒ Yes ☐ No

(2) Is there continuous and thorough documenting of performance at all command levels? ☒ Yes ☐ No

(3) Do employees feel their evaluations assist them? ☒ Yes ☐ No

(4) Are comments in the evaluation in keeping with their overall importance? Yes

(5) Is the performance objective monitored, with proper recognition given? ☒ Yes ☐ No

(6) Does the Area have a procedure to test the effectiveness of evaluations? ☒ Yes ☐ No

(7) Is the commander satisfied with the Area's evaluation process? ☒ Yes ☐ No

(8) Does the commander have a clear understanding of his/her role in the performance appraisal process? ☒ Yes ☐ No

7. INTERIM REPORTS

EVALUATED
5/03/10

ACTION REQUIRED

CORRECTED

a. Are interim reports utilized as appropriate? ☒ Yes ☐ No

(1) Do supervisors understand the procedures for issuing them? ☒ Yes ☐ No

(2) Were all other appropriate supervisory techniques used without positive results prior to implementing interim reporting? ☒ Yes ☐ No

b. Are interim reports periodically updated and discussed with the employee? ☒ Yes ☐ No

(1) Do interim reports discuss the problem(s) in specifics and establish performance objectives? ☒ Yes ☐ No

(2) Are definite methods outlined to achieve satisfactory performance? ☒ Yes ☐ No

(3) Are controls and follow-up present? ☒ Yes ☐ No

(4) Is the plan of action fully discussed with the employee? ☒ Yes ☐ No

(5) If satisfactory performance is not achieved within the specified time frames, is further corrective action taken? ☒ Yes ☐ No

8. INCIDENT REPORTS (CHP 2)

EVALUATED
5/03/10

ACTION REQUIRED

CORRECTED

a. Are local controls over CHP 2s reasonable? ☒ Yes ☐ No

(1) Who can issue them? The area commander or sergeants can issue them.

(2) How are they filed? They are filed in the employee's personnel file.

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(3) Are they available for supervisor's review? ☒ Yes ☐ No

(4) Who assures a proper relationship in the recognition of commendable and censurable incidents? **THE COMMANDER**

b. Are incident reports properly worded? ☒ Yes ☐ No

(1) Do they state the subject in plain, concise language? ☒ Yes ☐ No

(2) When appropriate, do they set goals and provide meaningful direction? ☒ Yes ☐ No

(3) Do they accomplish their purpose? ☒ Yes ☐ No

c. Does the Area have an alternative way to document good work and minor deviations supplemental to the incident report? ☒ Yes ☐ No

9. ATTITUDES AND DISCIPLINE

EVALUATED

5/03/10

ACTION REQUIRED

CORRECTED

a. How do employees really feel about their work, their supervisors, the role of traffic enforcement, etc.? Morale is very high amongst the officers in this area. The officers trust their supervisors and are personally vested in traffic enforcement in the area, as most of them reside within the area.

(1) Do officers feel their work is a valuable contribution to the departmental operation? ☒ Yes ☐ No

(2) Are there frustrations in their work? ☐ Yes ☒ No

(a) How can these frustrations be reduced? When frustrations do occur they have been reduced through good communication.

(3) Are employees familiar with recent changes in policy or procedure? ☒ Yes ☐ No

(4) Do the nonuniformed employees feel they are allowed to participate in Area functions equally with the uniformed employees? ☒ Yes ☐ No

(5) Do all employees get along well? ☒ Yes ☐ No

(6) Are there problem individuals? ☒ Yes ☐ No

(a) Are supervisors aware of these individuals, and are they taking steps to change their behavior? ☒ Yes ☐ No

b. Is there a positive motivation force present in the squad? ☒ Yes ☐ No

(1) Is a climate created so that individuals want to do a good job? ☒ Yes ☐ No

c. Are the grievance and complaint procedures understood by all supervisors and employees? ☒ Yes ☐ No

(1) How do supervisors feel about the procedures? Supervisors are supportive of these procedures.

(2) If there has been a recent case filed, was it handled successfully? ☒ Yes ☐ No

(a) If no, did it properly proceed to the next appropriate level? ☒ Yes ☐ No

(3) Are all grievances and complaints relating to contract interpretations retained in the Area in accordance with provisions contained in HPM 9.1, Employee Relations Manual? ☒ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Ukiah	Division: Northern	Chapter: 7
Inspected by: Braden Moffett		Date: 05/03/2010

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection:	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

Management and supervisors work well with area personnel and the morale is high. Supervisors recognize and encourage development of officer's strengths and special skills. There is a good training program in place and the training is aimed at the needs of the area. Although the supervision and training in the area is excellent, the officer to supervisor ratio is higher than would be desired. Currently the area is short two sergeants due to retirements and the remaining two sergeants have been tasked with extra duties.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

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Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 5/29/10
	INSPECTOR'S SIGNATURE	DATE
<input checked="" type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 5/25/10